



## Job Description

### Teaching Assistant Level One

**32.5 hours per week 39 weeks of year (Includes 5 training days)**

<b>Responsible to</b>	Senior Teacher of SEND, Transition and Inclusion
<b>Location</b>	University Academy Long Sutton
<b>Grade</b>	Grade 3 Point 9
<b>Contract type</b>	Permanent
<b>Hours of work</b>	Full time

#### Context

*Teaching Assistants play a major role in enabling University Academy Long Sutton to be a fully inclusive comprehensive Academy. While there is considerable variation in roles, it is important that all Teaching Assistants work positively to promote team identity and success. In this way, Learning Support throughout the Academy is sustained as a strong contributor to the learning of pupils, particularly those who experience difficulty in accessing the curriculum.*

**Responsible to:** Principal and, on an everyday basis, the Manager of Learning Support.

#### Job Purpose

The Teaching Assistant post supports the classroom teacher in facilitating the active participation of pupils in the academic and social activities of the Academy.

#### Particular Duties

If the particular duties of this post are to support a child with complex medical needs details will be attached.

#### 1. Support

- a) under the direction of the teacher, carry out pre-determined tasks to support the pupil's learning;
- b) establish and maintain a supportive relationship with the pupil to ensure they understand and can achieve the tasks;
- c) provide general learning support as required for children with special needs, or where English is not their first language;
- d) help with the care and support of the pupil, including attending to their emotional, complex medical and physical care needs;
- e) support inclusion in the classroom, ensuring the pupil feels involved with tasks and activities.

## **2. Support for the curriculum**

- a) under the direction of the teacher, support the Academy curriculum, including literacy and numeracy activities;
- b) support the use of Computing in the curriculum.

## **3. Support for the teacher**

- a) complete records and contribute to reports (including IEP) on the pupil's progress and development as directed;
- b) provide information to help the class teacher plan appropriate work programmes;
- c) help to prepare the learning environment for use;
- d) undertake support activities for the teacher as required, e.g. preparation of materials;

## **4. Support for the Academy**

- a) develop and maintain effective working relationships with other staff and parents or carers;
- b) contribute to the maintenance of a safe and healthy environment;
- c) attend and actively participate in staff meetings;
- d) provide support for Academy events as directed.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Equal Opportunities** - The post holder is required to carry out the duties in accordance with Academy Equal Opportunities policies.

**Health and Safety** - The post holder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.

### **Safeguarding:**

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Academy Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy s/he must report any concerns to his/her Line Manager or the Academy Child Protection Officer.

**Signed:** \_\_\_\_\_ **(Postholder)**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Principal)**

**Date:** \_\_\_\_\_